

Deputy Auditor, Montgomery County Auditor's Office

Accounts Payable Specialist

Post through June 23, 2023

General Description

This deputy processes all payables from the county to vendors. This includes writing checks, generating EFT files, processing dockets, as well as providing reports to the Commissioners and numerous State agencies for monitoring.

Deputy Auditor Functions – Accounts Payable

- Prepare and analyze a variety of daily, periodic, annual, and special reports regarding account payable functions.
- Audit all claims provided by Department Heads for accuracy, proper account usage, proper credentials and invoices.
- Notify Department Heads of any concerns, problems or line shortages associated with their claims in a timely fashion.
- Maintain W-9's for appropriate vendors, and protect the privacy of the documents.
- Process, print and distribute 1099's and 1096's to vendors and the IRS and file the reports associated with them; protect the privacy of those documents.
- Protect and troubleshoot paper checks, monitoring usage, numbering.
- Maintain computer data base on real estate parcels.
- Assist as needed with Council Meetings; recording and documenting the meeting minutes and proper distribution and maintenance thereof.
- Calculate Tax Sale/Commissioner Sale redemption amounts as needed.
- Promptly notify the appropriate person(s) in writing of any problems processing claims.
- Monitor all budgets daily for shortages, overages, and misuse of line items.
- Maintain County Contract listing on Gateway, adding and removing contracts in the statutorily-specified timeframe.
- Oversee the timely payment of all utility invoices.
- Advocate on behalf of County with credit card provider to assure that refunds are handled properly and in a timely manner.
- Process all emergency checks by end of business each Wednesday.
- Maintain records as mandated by Indiana Archives and Record Administration.
- Provide all documents requested directly by State Board of Account Field Examiners during their annual audits.
- Provide all reports requested by Federal Cost Allocation Plan vendor.
- Obtain, maintain and protect all banking records associated with EFT payments to vendors.
- Process all payroll benefit checks, EFT's, and PR system-generated dockets in a timely fashion.
- Process settlement checks biannually as directed by Chief Deputy or Auditor.
- Audit payroll vouchers and amounts prior to PR Deputy's completion of the process.

- Act as office supply manager, monitoring necessary supplies, creating lists of needs, shopping for the best values and then requesting and monitoring orders under the Auditor's supervision.
- Monitor, audit and approve or disapprove any claims uploaded and/or entered by remote county users.
- Educate county financial software users on the running of ledgers, budget and cash balance reports regularly and as employee turnover occurs.
- Assist with the claim processing and budget monitoring of non-county entities, such as the RDA and Solid Waste District. Provide ledger, budget and cash balance reports as requested.

Deputy Auditor Functions – General

- Teamwork with vendors/customers/staff to continually upgrade processes and software.
- Audit all records and documents submitted for compliance with local and state requirements and codes.
- Accurately report any problems, concerns, issues to appropriate member of staff or vendor in a timely manner.
- Initiate and follow through with new accounts, drains, reconstructions.
- Understand local, regional and statewide resources and utilize them accurately.
- Comply with all applicable statutes regarding accounting, drains, deductions, record retention, public information requests and property transfers.
- General office-related tasks: answering phone calls, faxes, emails, filing, organizing and housekeeping.
- Perform occasional duties as Commissioner and Council secretary, such as keeping and publishing minutes, properly advertising meetings and hearings, and reporting.
- Comply with all County and office/position-specific Internal Controls.
- Other projects and duties as assigned by the Auditor.

Experience and Physical, Other Requirements:

- Proficient in the use of Microsoft Outlook, Word and Excel with the ability to easily master other numerous software programs.
- In good fiscal standing with the County.
- Customer-service driven with strong verbal and written communication skills.
- A self-starter with established follow up and follow through methods despite distractions.
- Able to quickly and efficiently solve mathematical, and customer service problems.
- Physically capable of lifting at 40 pounds overhead and/or ascend/descend ladder with such – the position sometimes requires bending, lifting, pushing or pulling heavy objects.
- Available to work some weekend or evening hours (rare).
- Available for occasional overnight travel.

- Capable of accepting constructive criticism.
- Honest and accurate.
- Willing to perform other deputies' roles as needed to ensure proper function of the Auditor's Office.
- Capable of quickly assimilating new or alternate instructions into daily procedures.
- Able to pass a background check and drug screening.

Education Required:

- High school diploma or equivalent.